


ANSWERS TO COMPLAINTS
(INCLUDING CROSS, COUNTER or 3RD PARTY COMPLAINTS)

The following steps illustrate filing an Answer **and** filing an Answer with a Cross, Counter or Third Party complaint.

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- STEP 1** Choose **Adversary** from main menu
- STEP 2** Choose **Answers/Responses** category
- STEP 3** Choose to **Complaint 3rd, Cross Counter** sub-category
- STEP 4** Enter case number; click [NEXT]
- STEP 5** Confirm adversary name and number click [NEXT]
- STEP 6** If filing this document with joint counsel place a check in the box next to “Joint Filing with Other Attorney(s)” and click [NEXT]. If not filing with joint counsel click [NEXT] to skip this screen
- STEP 7** Select Defendant from party list; click [NEXT]. If this is the first time you are filing on behalf of the defendant, you will be presented with an Association screen. Place a check in the box to create an association; click [NEXT]
- STEP 8.** Place a check in the box next to the complaint to which the answer refers.
- STEP 9** Upload the PDF file; click [NEXT]
- STEP 10** If you are filing only an Answer to the Complaint, click [NEXT] to bypass the **3rd Party, Cross-Claim or Counterclaim** screen.
- If necessary, click the appropriate radio button to select **Third-Party, Cross-Claim or Counterclaim**; click [NEXT]
- STEP 11** If you are filing a 3rd Party, Cross-Claim or Counterclaim, select the party(s) against whom you are filing by highlighting the party name or selecting the appropriate radio button to select all parties in a certain group; click [NEXT]

STEP 10 Docket text appears; review for accuracy, modify if appropriate; using the drop down box and/or variable box; click [NEXT]

 *TIP - The text of this docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser.*

SAMPLE DOCKET TEXT

**Answer to Complaint by John Hughes on behalf of Amanda Wright,
Crossclaim by John Hughes on behalf of Amanda Wright against Orville
Wright. (Hughes, John)**

STEP 13 Notice of Electronic Filing displays